

❄ **Outline:** This policy sets out the responsible use of personal devices at Kandos High School and procedures for supporting appropriate use.

1. Policy Statement

The widespread ownership of mobile phones and other personal digital devices among young people requires that school administrators, teachers, students, and other parents take steps to ensure that they are used responsibly. Personal digital devices include (but are not limited to): iPod/MP3 players, digital organisers, laptop computers, tablets/iPads, portable gaming devices, mobile phone and mobile Internet connection devices and similar devices. This Policy is designed to ensure that potential issues are clearly understood and conflicts avoided, enabling the benefits to be enjoyed by our students. Students and their parents must read and understand this Policy, which also applies during school excursions, camps and extra-curricular activities.

2. Audience and applicability

2.1. All members of Kandos High School community; Students, Staff, Parents and the wider community.

3. Context

3.1. This policy has been developed to ensure that all members of our school learning community are aware of both the potential educational value devices and the incredible distraction to individual learning that can occur if not used responsibly.

3.2. This policy and associated procedures applies to the use of all Personal Digital Devices as identified in the policy statement.

4. Responsibilities and delegations

4.1. The Principal or delegate:

4.1.1. Ensure staff are provided with current versions of all relevant processes, policies and procedures.

4.1.2. Ensure that processes are appropriately communicated to all stakeholders.

4.1.3. Reporting requirements – It may be necessary to notify the Safety and Security Directorate on 1300 363 778 or contact the Police in relation to an item or property that has been confiscated by staff. Principals should refer to the Incident Reporting Policy and Procedures (Intranet only) to confirm what reporting requirements may arise. (Legal Issues Bulletin #56, Confiscation of student property.)

4.2. School Staff:

4.2.1. Ensure that the policy is followed consistently across key learning areas.

4.2.2. Actions must be taken to securely store any devices confiscated from a student. If this is not available in the learning space, direct the student to hand the device in at the front office. Under no circumstances should a device be left unsecured.

4.2.3. Staff are to record inappropriate use of mobile phones during class by students in Millennium for monitoring and follow up, ("using mobile phone without permission").

4.2.4. Devices used inappropriately as identified in section 7 are to be recorded as "inappropriate use of technology" in Millennium.

4.3. Students:

4.3.1. Respect requests associated with this policy from staff at Kandos High School.

4.3.2. Have all personal devices switched off and away unless otherwise instructed by a teacher.

4.3.3. Understand that, unless instructed otherwise, during lessons and educational activities, a personal device will not be used to make or receive calls, send or receive SMS messages, access resources, take photos or videos or access any other application.

4.3.4. Personal devices are bought to school at your own risk. The school accepts no responsibility for lost, stolen or damaged electronic devices.

- 4.3.5. Unless a teacher directly supervising student(s) grants permission, personal devices are on silent or switched off and out of sight during class so as not to disrupt learning.
- 4.3.6. Permission to utilise personal devices for a specific educational purpose must be provided by a teacher during that lesson only.
- 4.3.7. Listening to music or audio, if permitted must be via headphones and not be audible to others.
- 4.3.8. Personal devices should not be used to photograph, film or record footage of students or staff without their permission. Exceptions to this rule may occur as part of structured learning activities.
- 4.3.9. Excursions are considered an extension of classroom learning opportunities and personal devices may be used only with permission.
- 4.3.10. If directed by staff to hand your device to the teacher or front office, you must do so respectfully. On handing in devices to the front office you will be given a receipt to advise staff this action has occurred on your return to class and also for the collection of the device.
- 4.3.11. Students with disabilities sometimes rely on personal devices to de-escalate their behaviour and maintain a sense of wellbeing while at school. Do the same rules apply to those students? The department has an obligation under Commonwealth and State disability discrimination legislation to ensure reasonable adjustments are made for students with disabilities. This includes those who are integrated into mainstream settings. Sometimes a reasonable adjustment will include being allowed to possess personal items that other students are forbidden to have or use at school. (Reporting Legal Issues Bulletin 56 Confiscation of student property.)

4.4. Parents:

- 4.4.1. Understand that the school accepts no responsibility for lost, stolen or damaged electronic devices that are in student possession.
- 4.4.2. Teachers may confiscate the personal property of a student if the item is being used inappropriately by the student. "Inappropriate use" has a wide meaning and will include being used in a way that is:
 - Contrary to any applicable school rules
 - Disruptive to the school's learning environment
 - A risk to the safety or wellbeing of students, staff or other people
 - Contrary to any reasonable direction given by school staff about the use of the item
 - Illegal or otherwise of a nature that causes significant concern for staff.

(Legal Issues Bulletin #56 Confiscation of student property.)

Personal devices including mobile phones may be confiscated by the school if there are reasonable grounds to suspect that a student has inappropriate material on their phone. Any viewing of the material will be undertaken in the presence of the student and will be limited to establishing that inappropriate material is on the phone.

- 4.4.3. In case of an emergency the school office is the point of contact and we will ensure your child is reached quickly and assisted appropriately.

5. Appropriate Use of Electronic Devices – The following guidelines support appropriate use of personal devices at Kandos High School.

Positive Relationships	Respectful	Responsible
<ul style="list-style-type: none"> • Follow the policy guidelines of photographing, videoing and recording using personal mobile device • Seek permission from staff before making urgent phone calls • Phones are not used to photograph, video or record others without their permission. 	<ul style="list-style-type: none"> • Follow staff instructions regarding mobile phone usage and personal mobile device policy • Use headphones to avoid disrupting others • Remove headphones when approached by a staff member and on entering a classroom, assembly or any learning space • Sending images of a 	<ul style="list-style-type: none"> • Care for your own technology • Unless otherwise directed by a staff member personal mobile devices are out of sight during class, switched off or on silent mode so as not to disrupt learning. • Use personal mobile device while at school only in those areas where their use is permitted.

	sexually inappropriate nature is a criminal offence.	<ul style="list-style-type: none"> Phones should be on silent or off during a lock down, lock out or emergency evacuation for student and community safety.
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6. Inappropriate use of a Personal Device (Mobile Phone) includes, but is not limited to:

- Using it in a way that disrupts or is likely to disrupt the learning environment or interfere with the operation of the school
- Intimidating or otherwise harassing others through SMS or text messaging or through photographic, video or other data transfer system available on the phone
- Recording of conversations, including lessons, without the knowledge and permission of the teacher or those involved in the conversation
- Downloading or otherwise accessing inappropriate material.
- Filming of fights or other criminal behavior involving students that occur at school, during school or while on the way to or from school
- Using it in a way that threatens or is likely to threaten the safety or wellbeing of any person
- Use that is in breach of any law.

7. Procedures for managing Inappropriate use of Personal Devices.

Irresponsible usage of an electronic device will result in application of the school's *Student Wellbeing and Engagement Policy* or the DoE *Suspension and Expulsion Procedures*. The device may be confiscated and details will be recorded and disciplinary consequences may result. In most instances the student will be able to collect the item from the front office at the end of the day with approval from the Deputy Principal, unless a parent meeting is warranted. Staff may;

- 7.1. Provide students with a verbal warning due to the distraction associated with the inappropriate use of a device during class
- 7.2. Confiscate the device from the student if they continue to use it inappropriately for that lesson
- 7.3. Refer to the faculty Head Teacher if inappropriate use continues or a student refuses to follow reasonable instructions. The Head Teacher will keep the device until the end of next break period.
- 7.4. Continued breaches of this policy may result in the implementation of Suspension procedures and withdrawal of this agreement to allow student(s) to bring personal devices (Mobile Phone) to school. In this instance Mobile Phones will be removed by the Deputy Principal and stored securely at the office for parents to collect at the end of the day.

1st and 2nd occasion within a 12 month period:	<ul style="list-style-type: none"> • Electronic device confiscated and taken by the teacher to the front office or escalation to Head Teacher then Deputy Principal if non-compliant • Consequence issued by the teacher – (Recess or lunch detention) Teacher records incident on Millennium. • SAS staff member updates inappropriate use of electronic device database; • Electronic device returned to the student by the office staff/Deputy Principal at the end of day.
3rd occasion within a 12 month period	<ul style="list-style-type: none"> • Electronic device confiscated and taken by the teacher to the front office • Consequence issued via Deputy Principal may include formal caution of suspension and placed on Deputy Principal monitoring. • Teacher records incident on Millennium

8. **Monitoring, evaluation and reporting requirements**

8.1. A review of effectiveness, processes, policies and associated material will be conducted on or before the end of Term 1 2021

9. **Policy Review Contact**

Kandos High School Principal (02) 6379 4103



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